# Bi-weekly Timesheet Template

Time period:       Employee name:       Position:       Supervisor:

**Week 1:**

| Day | Date | Start Time | Lunch Start | Lunch End | End Time | Leave /Sick Hours | Regular Hours | OT Hours | Public OT | Total Hours Worked | Comment Box |
|-----|------|-----------|-------------|-----------|----------|-------------------|---------------|----------|-----------|--------------------|-------------|
| Monday | | | | | | | | | | | |
| Tuesday | | | | | | | | | | | |
| Wednesday | | | | | | | | | | | |
| Thursday | | | | | | | | | | | |
| Friday | | | | | | | | | | | |
| Saturday | | | | | | | | | | | |
| Sunday | | | | | | | | | | | |

**Week 2:**

| Day | Date | Start Time | Lunch Start | Lunch End | End Time | Leave /Sick Hours | Regular Hours | OT Hours | Public OT | Total Hours Worked | Comment Box |
|-----|------|-----------|-------------|-----------|----------|-------------------|---------------|----------|-----------|--------------------|-------------|
| Monday | | | | | | | | | | | |
| Tuesday | | | | | | | | | | | |
| Wednesday | | | | | | | | | | | |
| Thursday | | | | | | | | | | | |
| Friday | | | | | | | | | | | |
| Saturday | | | | | | | | | | | |
| Sunday | | | | | | | | | | | |

**BI-WEEKLY TOTALS**

**TOTAL PAY**

*Employee signature:*       *Supervisor signature:*

## Jibble

*Make Time Count!*

## Jibble helps you generate timesheets:

**Step 1**

Your team **clocks in by taking a selfie** with their phone or an onsite tablet. Use the GPS feature to **ensure they're on site.**

**Step 2**

That's it! Jibble will **auto-generate timesheets**, with overtime calculations. Now managers can see who's working in real time, and **ensure payroll is accurate and easy.**

**More on Jibble:**

Loved by thousands of businesses around the world including Pizza Hut, Airbus, Pepsi, Toyota, Hyundai and Skanska. 100% free, with optional paid upgrades.

**Try attendance tracking - it's free!**

**Or, see how Jibble works**